



Department of Public Works Special Event Permit Application

After completing, please return to:
dpwspecialevnts@milwaukee.gov or
 Special Event Office, 841 N. Broadway, Rm. 501, Milwaukee, WI 53202
 FAX: (414) 286-3953 Phone: (414) 286-3329

OFFICE USE ONLY
ALD: _____
FILE: _____

Event Name:		Date of Event:
Time street will be closed for setup:	Event Start Time	Event End Time (right-of-way open for public access)
Type of Event: <input type="checkbox"/> Walk/Run <input type="checkbox"/> Parking <input type="checkbox"/> Parade <input type="checkbox"/> Photo Shoot <input type="checkbox"/> Other (explain)		
Event requires street closure: <input type="checkbox"/> Yes <input type="checkbox"/> No		Estimated number of participants:

Permit Applicant Information:

Applicant Name:	E-Mail:
Organization Name:	
Address:	City, State, Zip Code:
Phone:	Fax:

Alternate Permit Applicant Information (required):

Applicant Name:	E-Mail:
Address:	City, State, Zip Code:
Phone:	Fax:

Location or route of event - list all requested street closures. FOR EXAMPLE: North Water Street from East Kilbourn Avenue to East State Street. Or for foot or bicycle races, runs, rides or parades, include a detailed route for approval by the Police Department and Department of Public Works. (Please attach a separate sheet if necessary).

If you would like to have parking meters hooded, please list the number that appears on each meter:

Your festival is required to recycle bottles and jars made of glass or plastic (#1 & #2 only – and no cups), metal cans, and cardboard. Recycling is required by state law and city ordinance (79-35). Your application must include a recycling plan in order to be processed. Please describe your plan for the event, attaching additional page if necessary:

- City recycling service is requested. (Attach request details - the City cannot grant all service requests)
- Recycling will be arranged through a private hauler.
- Not applicable to my event.

Proposed routes may be altered at the discretion of the Police Department and the Department of Public Works. Special Event Permit office staff will work with the applicant to select an alternate route. (continued on page 2)

This permit includes the following provisions to which applicant agrees by signature:

1. Fees vary with the size and nature of the event and equipment and services requested. The Police Department determines the classification of events - A, B, C, or D - according to the number of police service hours required. By ordinance, applicants for Class A, B and C events must furnish with the application fee an original certificate of insurance which provides minimum combined single limits for bodily injury and property damage of \$1,000,000, naming the City of Milwaukee as additional insured. A complete copy of the ordinance is available from the Special Event Permit Office. Private businesses and non-profit organizations, including churches, are charged event fees. By ordinance, fees are due within five days after the application has been approved by the Department of Public Works, the Milwaukee Police Department and the local alderperson. Fees are payable by cash or check made payable to "City of Milwaukee."
2. The permit holder is responsible for any damage to plantings, grass and irrigation systems on city boulevards and green spaces. A deposit of \$500 for the use of each stretch of boulevard and/or greenspace is required prior to issuance of the permit. An additional deposit may be required for trees. Permit holder is responsible for cleanup of garbage and litter generated by the event.

Your permit will be mailed to you after the Permit Office has received your payment, or if there is no fee, after the application is processed. Or, you may arrange to pick up the permit at the office.

Other permits may be necessary for your event:

- If you plan to sell alcoholic beverages, food, non-food items such as T-shirts, or if you will have carnival rides - contact the City Clerk's License Division at 286-2238.
- Permits for tents larger than 600 square feet, bleachers, non-chemical portable toilets, fireworks, carnival rides and use of LP gas are issued by the Development Center, 286-8210.
- For information about using electrical power at your event, call the Department of City Development at 286-8211.
- The Milwaukee County Special Events Office, 257-4503, issues permits for the use of county parks and recreational facilities.

Note (Please read before signing): This permit is subject to the Milwaukee Code of Ordinances, the City Charter and all rules and regulations governing street rights-of-way. The applicant agrees to indemnify and save harmless the City from and against all liabilities, claims, demands, judgments, losses and all suits at law or in equity, cost and expenses, including reasonable attorney fees, for injury or death of any person or loss or damage to the property of any person, firm, organization or corporation, including both parties hereto and their employees, arising from the holding of such special event. The applicant agrees that during the use of the public area, the sponsoring organization will not exclude any person from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of race, color, national origin or handicap.

Applicant's Signature (permittee):	Date:
Aldermanic Approval:	Date:

For DPW use only:

Application Received: _____

Equipment:	Fee:	Distribution:	
	\$	MPD	
	\$	Traffic Engineering	
	\$	Common Council	
	\$		
	\$		
Classification:	\$	Public Works Approval:	
	\$		
TOTAL		Date:	